

ROUTING AND TRANSMITTAL SLIP		Date
		11 MAR 1982
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. C/CRD	<i>[Signature]</i>	11 MAR 82
2. C/HB OD/OIS		
3. C/RMD		
4. C/RCD		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

To 1-4:

The attached EO/DDA memorandum is forwarded for your action. Please forward any suggestions you may have to OD/OIS by COB 19 March.

Att: OIS 82-203

--

ILLEGIB

clearances, and similar actions	
FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Deputy Director of Information Services	1206 Ames
	Phone No.
5041-102	

STAT

STAT

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

* GPO : 1980 O - 311-156 (17)

(S) THIS DOCUMENT IS NOT TO BE RELEASED FOR GENERAL REVIEW
OF MANUSCRIPTS.

I DON'T THINK IT'S NECESSARY, BUT WOULD
BE HAPPY TO EXPAND ON THESE IF YOU WISH.

DDA-0659

9 MAR 1932

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education
Special Support Assistant to the DDA
Information Handling Systems Architect
Career Management Officer, DDA
Equal Employment Opportunity Officer, DDA
Chief, Safety Staff

FROM:

[Redacted]
Executive Officer to the DDA

STAT

SUBJECT: DDA Office Directors Conference

1. As you are aware, [Redacted] has been reserved for the DDA Office Directors Conference from 1200 hours, 15 April until 1200 hours, 16 April.

STAT

2. We solicit any topics which you might wish to discuss at the conference. I would appreciate receiving your suggestions by 26 March so they may be reviewed, consolidated and incorporated into an agenda.

3. We are not planning to invite any participants outside of the directorate.

STAT